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MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of December 1958

A. Summary of Cartographic Production and Accomplishments

1. During the month of December, the Cartography Division accepted requests for 124 maps and charts, all for CIA components. ORR requests totaled 48, OSI -16, CIA/NIS contributions 25, ONE 5, OCI 16, PIC -2, DD/P - 7, and DD/S - 5.
2. The Division completed 89 maps and charts during December, 82 for the Agency and 7 for the Department of State. Cancellations during the month were 10.
3. The NIS Map Coordinator received 35 new job requests during the month, 18 maps for final printing, 7 for proofing and 10 maps were requested for rerun by D/GL. A total of 46 new jobs were sent to reproduction during the month, 19 final maps, 8 for color proofs and 19 reruns for D/GL. Receipts from reproduction totaled 61 maps, 26 final NIS maps, 16 color proofs and 19 reruns. Thirty-two maps remain in the Coordinator's office at the end of December; 11 for final reproduction and 21 for reruns.
4. The total number of maps and charts in the Division at the end of December was 399, distributed among the Branches as follows:

USSR & Satellites	60
Far East & Western Hemisphere	93
Europe-Africa	56
Special Support	34
Development & Construction	156
(Exclusive of Drafting Sec.)	
Total	399

5. Despite the small working force available during December, the Division completed an acceptable amount of work. Receipts of new requests were slightly above average.

B. Administrative Problems and Other Activities

1. The use of overtime during December dropped to the lowest point of any month in 1958. Of the 82 man-hours worked, 21 were credited against OTR for training purposes. The drop in the use of overtime reflects the effort in the Division to cut back on the use of overtime initiated last summer. Restricting overtime use to rush jobs has not affected production materially except possibly compilation capability in the

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Monthly Report - Cartography Division

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Communist China area. During the past year monthly use of overtime was as follows:

January	287	Man-hours	July	271	Man-hours
February	305	"	August	233	"
March	624	"	September	169	"
April	309	"	October	198	"
May	336	"	November	91	"
June	375	"	December	82	"

Of the man-hours indicated for September to December, 120 were credited to OTR and not used for D/GC production.

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2. Mr. [REDACTED] Chief of the Far East Compilation Branch, returned from a trip to the Far East. He will resume his duties as Branch Chief after completing his trip report.

3. It has been found that the transfer of G-Area responsibility to St/I for the distribution of documents and current publications is working exceedingly well in the various Branches of the Division. Division personnel have adjusted to the changed procedure and appear to be in general agreement with the type and quality of material the Reading Panel has been forwarding. Preliminary estimates indicate the various Branches are using approximately 10% of their time in evaluating this "take" and current background reading. The use of this time will be kept under careful scrutiny to avoid undue consumption of time in the Division.

4. The Division has initiated steps to place personnel actions in the "pipeline" to replace losses due to attrition and resignations. At present procurement for one I. O. Cartographer and one cartographic draftsman is being initiated. Over the past 6 months there has been an increasing demand placed on the China area of the Far East Branch, and it is advisable to start procurement immediately for additional cartographic capability in this area.

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A. SUMMARY FOR DECEMBER 1958

Agency	Entered	% of Total Entered	Completed	% of Total Completed
CIA:				
DD/I/OPR	48	39%	29	33%
OSI	16	13%	17	19%
NIS	25	19%	3	3%
ONE	5	4%	6	7%
OCI	16	13%	16	18%
PIC	2	2%	1	1%
DD/S	5	4%	4	4%
DD/P	7	6%	6	7%
			82	92%
TOTAL CIA:	124	100%	2	2%
State	0	0%	5	6%
State/NIS	0	0%		

B. 6 MONTHS SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Reruns Completed	No. of Rerun Prints
December	124	89	50,006	29	20,588
November	85	115	50,367	52	40,684
October	147	147	88,124	50	37,707
September	121	90	75,916	37	40,489
August	116	138	91,250	49	33,698
July	84	121	56,505	35	28,952
TOTALS:	677	700	412,168	252	202,118

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C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

Months	Number of Completed X-Jobs	Manhours Required X-Jobs	* Number of Processing Jobs	Number of Items
December	2	10	116	32,274
November	7	11	105	30,688
October	3	15	96	10,587
September	5	25	110	32,406
August	8	22	118	35,534
July	7	41	132	35,887
TOTALS:	32	124	677	177,376

* Except for final maps and reruns

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D. MAPS AND GRAPHS COMPLETED IN PAST 6 MONTHS

Agency	July	August	September	October	November	December
CIA	107	101	108	112	85	79
CIA/NIS	9	26	15	29	28	3
STATE	3	4	4	6	0	2
STATE/NIS	2	7	6	0	2	5
OTHER	0	0	0	0	0	0
TOTALS:	121	138	133	147	115	89

E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 JANUARY 1959 - Does Not Include Service Jobs

STATUS	GC/S	GC/P	GC/E	GC/C *	GC/X	TOTALS
In Reproduction	9	6	2	30	4	51
In Proof	2	12	9	37	1	61
In Check	5	7	0	23	3	38
In Drafting	14	38	9	66	14	141
In Compilation	30	30	36	0	12	108
TOTALS:	60	93	56	156	34	399

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